



**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG – 793 001.**

Office Order No. EDP/1-4/E-Office/2020-21/157

Dated: 24.03.2021

OFFICE ORDER

E-office, which is presently implemented in the Administration wing of this office, will now be rolled out for implementation in all the wings and sections of this office. All concerned wings and sections are to identify all routine files, reports and returns and other miscellaneous matters that can initially be processed through e-office.

All officers and staff are to register themselves in e-office using their official email ids. They are to take the assistance of EDP cell for the same. The registration and mapping of each and every wing/section will have to be completed by 16th April 2021, so that the e-office for the entire office will be implemented from **21st April 2021** onwards.

The plan for registration of all the sections will be as follows:

Section	Date
AMG-I	25 th & 26 th March 2021
AMG-II	30 th & 31 st March 2021
AMG-III	05 th , 06 th & 07 th April 2021
Finat & FAW	08 th & 09 th April 2021
Report	12 th & 13 th April 2021
Co-ordination & Record	14 th April 2021
Welfare	15 th April 2021
AG's Secretariat	16 th April 2021

[Authority: Deputy Accountant General's orders dated 23.03.2021 at p/10^N of File No. EDP/1-4/2020-21]

Sd/-
Senior Audit Officer/EDP

Memo. No. EDP/1-4/E-Office/2020-21/2999-3011
Copy forwarded for information to:-

Dated: 24.03.2021

1. All Group Officers
2. Secretary to the Accountant General (Audit)/Welfare Officer
3. All Senior Audit Officers
4. All Branch Officers/AMG-I/AMG-II/AMG-III/Report/Finat&FAW/Co-ordination/Record
5. All Assistant Audit Officers/Supervisors

6. Sr. Private Secretary/Stenographers
7. Welfare Assistant
8. All Sr. Auditors/Auditors
9. Hindi Officer/Hindi Cell
10. All DEOs/Clerks
11. Notice Boards.
12. Office Order File.
13. Office Website



Senior Audit Officer/EDP